MINUTES -- BOARD MEETING / RETREAT (July 10 & 11, 2006)
SAN DIEGO, CA

1. WELCOME AND INTRODUCTIONS

Present: Gregg Atkins, Will Baty, Johanna Bowen, LuoZhu Cen, Mimi Collins, Dan Crump, Paula Demanett, Jon Fernald, Loritta Ford, Mary Hart, John Koetzner, Mary Ann Laun, Cherry Li-Bugg, Mona Martin, Jim Matthews, Sarah Raley, Larry Steuben, Cheryl Stewart, Carol Welsh

Absent: Evia Moore, Dennis VanderWerff

Guest: Leslie Tirapelle

1.A. Adoption of the Agenda
The agenda was adopted as presented.

1.B. Approval of the minutes of April 6, 2006
The minutes were approved as presented.

1.C. Calendar of Board Meetings
The Board adopted its meeting calendar (with locations) for 2006-07:

Oct. 19 / Sacramento (in conjunction with Deans & Directors Meeting)
Jan. 26 / Cypress College
April 27 / Santa Rosa Junior College

1.D. The Board recognized and paid tribute to:
-- Johanna Bowen (concluding second term as President)
-- Will Baty, Evia Moore, Larry Steuben, Cheryl Stewart (concluding terms as regional representatives

2. HOUSEKEEPING, ETC.
Executive Director Gregg Atkins reviewed arrangements & details for the retreat.

3. NEW MEMBER ORIENTATION / ORGANIZATIONAL REVIEW
President Jim Matthews and Executive Director conducted an orientation and review session for new members which covered:

CCL history; CCL Constitution
Roles and duties of officers and representatives
Role and duties of Executive Director
Relationship with Community College League of California & consortium
Publications: *Outlook, Directory, Website*
Relationships with CIO's, TTAC, Advisory Committee, CCC System Office

4. REVIEW OF PREVIOUS YEAR

4.A. Membership Report
Executive Director Gregg Atkins reported that CCL ended the year with 96 members. He reviewed the status of each of the non-paying institutions (many have no librarian or library manager; several have budget issues).

4.B. 05-06 Budget Report
Executive Director Gregg Atkins reviewed the June financial statement (see Attachment 1).

5. REGULAR REPORTS

5.A. President

Johanna Bowen noted that CCL had agreed to be a co-sponsor with FACCC of its annual meeting; there is no cost to CCL and no obligation (other than to help promote attendance, perhaps). She also noted than Dan Crump had represented CCL at the May CIO Board meeting. (Brand-new) President Jim Matthews had no report.

5.B. CCL-EAR Update

Cheryl Stewart reported that Paula Demanett is considering serving as the vice-chair/chair-elect. The Committee's meeting schedule is already set for 06-07. During this next year, CCL-EAR will review its mission and charge, and will bring any recommendation for revision and change to the CCL Board. Cheryl reviewed the work and cycle-of-work of the group. As concerns NetLibrary, the group feels that it can stick with NetLibrary or move to multiple vendors. Cheryl reviewed the issue with "vendor problems" and the current policy for handling them; the Board raised a concern about "timeliness" to be discussed by the CCL-EAR group at its October meeting. Gregg Atkins reported on the recognitions done at the May CCL-EAR meeting for those who were leaving the committee.

5.C. CC Library Consortium

Sarah Raley noted that the League finally has a new CEO, Scott Lay. The Consortium website has been revised and includes new information about CCL-EAR. She reported that OCLC understands that the proposed new policy would be difficult; maybe a special deal with CCL will be arranged, but this is still under negotiation; the book lists are ready to use. Sarah presented the Spring 2006 participation report; Spring orders showed a healthy increase of more than $300,000.

5.D. TTAC

Jim Matthews and Johanna Bowen reported on the TTAC retreat, which served as the planning process for a "Tech 3" plan concept. The new plan would seek new funds for 18 systemwide projects, including: portal with single sign-on for each college (provides authentication for library databases), and two wireless hotspots on each campus (one must be in library). There is also interest in getting funds to fully fund Tech 2. The question was raised as to whether there is an option to snag some of the career/tech funding, especially in connection with SB70.

The Board agreed that CCL should press for an increase in the existing $4 million TTIP funds for libraries – increased costs of databases, need for more than just the basic package, inflation, increased numbers of databases, etc.

5.E. CCCCO Advisory Committee

Dan Crump noted that there has been no meeting for 18+ months, and that the Chancellor's Office had made no efforts to activate the process it uses to get groups to name representatives to the Committee. Dan noted that 24 schools are missing from the Annual Data Survey responses; the Board felt that it was too late to get the missing data.

The Board directed Jim Matthews to raise CCL's concern about the Advisory Committee with the new CCCCO Vice-Chancellor. The Board recommended that the Advisory Committee Chair (Dan Crump) should calendar a fall meeting and convene the group with or without all members having been appointed.

5.F. Regional Representatives

Jim Matthews reported that the SF-East Bay group met during the Spring. In that region, coordinators are very much *en vogue*. A new building is opening for Berkeley City College (formerly Vista). The Conta College CCD is developing a new/revised library technology plan.

5G. *Outlook; Website*

No *Outlook* report. Johanna Bowen reported that redesign work on CCL's website will commence this summer. She has added Mary Ann Laun's "information for new directors" onto the website.

6. CCL WORKPLAN REVIEW AND REVISION

Led by Jim Matthews, the Board reviewed the existing workplan. It identified three major areas to be added: Tech 3 development; Annual Data Survey revision; System Strategic Plan next steps.

> The Board adopted the new Workplan 2006-2008 (Attachment 2).

7. APPOINTMENT OF VICE-PRESIDENTS

President Jim Matthews announced that
- Paula Demanett had agreed to serve as V-P North
- Mary Ann Laun will serve as V-P South.

8. 2006-2007 ACTIVITIES PLANNING

8.A. Fall and Spring Workshops

> The Board discussed and approved two workshops:

- a fall "technology issues" workshop
(wireless, blogging, RSS, podcasts, web page design, digitization, eportfolios, social networking, course management system in libraries, online tutorials, web page design & usability)
- spring "facility planning" workshop
(new facility; library as place; new center of campus)

8.B. Deans and Director Meeting

> The Board discussed and approved a new format which will wrap this meeting into a broader CCL Annual Meeting:

- Keynote speaker
- Regional cluster meetings
- Opportunity for networking
- Current issues survey

This event will need to be held in a hotel or other comparable site.

> A Committee was established: Mary Hart, Loritta Ford, Cherry Li-Bugg, John Koetzner, LuoZhu Cen, Dan Crump).

8.C. 06-07 Budget Development

> The Board adopted the 06-07 Budget (Attachment 3) with the following notes:

- dues should go to $150.00 in 2007-08
- *CountryWatch* will continue to be offered only in the 50/50 split with the League continues
- workshop fees will be $40

9. ANNUAL DATA SURVEY COMMITTEE REPORT

The Committee (Jim Matthews, Dan Crump, Mona Martin and Mary Ann Laun) reviewed the work they had done. They focused on making the survey a "library-specific" document as well as deleting all unnecessary questions. They reviewed all of the suggested changes and deletions with the Board, which concurred with all of the recommendations. The Board decided that it was important to retain the President's signature. The Board indicated a need to clearly capture information about e-books.

The next steps for this effort are:
- Committee meets; develops next draft with descriptions and instructions

- draft discussed and approved by Board
- presentation to field; field discussion and input
- final review by CCL Board
- discussion, review and approval by CCCCO Advisory Committee
- work with CCCCO MIS department to get new version installed

10. Annual Achievement Award

The Board agreed that the existing criteria will be used, and that the award should be presented at the Deans and Director meeting.

An article will appear in the next *Outlook.*

11. Announcements, Closure, etc.

None.